

RETAIL WATER FACILITY LICENSE APPLICATION

INSTRUCTIONS: A separate application *submitted in duplicate* is required *for each place of business*. The fee for each *renewal* or *new* application in the sum indicated below payable to the **DEPARTMENT OF HEALTH SERVICES** must accompany this application. Unsigned or incomplete applications cannot be processed. For *renewal applications*, please indicate the license number on the top right-hand corner of your check and on this application. Please submit applications in duplicate, fee payment, and any additional information to:

Department of Health Services
Food and Drug Branch
P.O. Box 942832
Sacramento, CA 94234-0006

2003 application fee: **\$442.17 (PCA Code 85125)**

Type of application (check one): ☐ New ☐ Amended ☐ Renewal If renewal, license number: _____

Name of firm _____

DBA (if applicable)		County where the facility is located		
Business address (actual bottling plant location) (number, street)	City	State	ZIP code	Telephone ()
Mailing address (if different from above) (P.O. Box/street address)	City	State	ZIP code	Emergency telephone ()
Person responsible for operations	Correspondent			

Water Treatment Used (Check all that apply.)

☐ Carbon filtration ☐ Deionization ☐ Distillation ☐ Membrane filtration
☐ Ozonation ☐ Reverse osmosis ☐ Ultraviolet ☐ Other (describe): _____

NOTE: Bottled water must **NOT** be produced under this license; treated water **ONLY** may be dispensed.

Water Products (Check all that apply.)

☐ A—Drinking ☐ B—Distilled ☐ J—Purified by Deionization ☐ K—Purified by reverse osmosis (RO)
☐ M—Other (describe): _____

Is your water source(s) from **public** water? ☐ Yes ☐ No

If yes, please identify water district:

Name		Telephone ()	
Address (number, street)	City	State	ZIP code

Is your water source(s) from **private** water? ☐ Yes ☐ No If yes, FDB license number: _____

Were any changes made from the previous application (renewal application only)? ☐ Yes ☐ No

If yes, please explain:

Type of Ownership

☐ Partnership ☐ Association ☐ Corporation ☐ Individual/Sole Proprietorship
☐ Other (describe) _____

If an individual or sole proprietorship:

Name of individual or sole proprietor	Name of business entity (DBA)
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If a partnership or other unincorporated association:

Name of the partnership or association

Name of each partner or member

If a corporation:

Name of corporation

Name of state of incorporation

Name and title of each corporate officer and corporate director

The Food and Drug Branch **must be notified immediately** of any change in the above information. If any changes were made, explain on a separate sheet.

Under penalty of perjury, under the laws of the State of California, the person whose signature appears below certifies and says that: (1) he/she is the applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) he/she has read the foregoing application and knows the contents thereof and that each and all statements therein made are true; (3) no person other than the applicant or applicants has any direct or indirect interest in the applicant's business to be conducted under the license for which this application is made; and (4) all supplemental statements are true and accurate.

Signature of applicant

Date

Print name

Title of applicant

PROCEDURE FOR OBTAINING A RETAIL WATER FACILITY LICENSE

California Health and Safety Code (H&SC) Sections 111070 through 111195 include provisions that require retail water facilities (RWF) in California to obtain a license issued by the Department of Health Services' Food and Drug Branch (FDB). The following describes what you must do to help us issue your license as quickly as possible:

License Application

Submit a completed application form in duplicate to the address shown on the application together with the required fee (nonrefundable). The license is valid for one calendar year and expires on December 31. The business address must be that of the **retail water facility**, not that of the corporate headquarters. The mailing address can be either that of the facility, corporate headquarters or the firm's branch office (the license will be mailed to the mailing address). Any incomplete and/or illegible application will be RETURNED to the applicant, which would result in a significant delay in the processing of that application. **Note:** *A change of the RWF ownership will invalidate a RWF license. The new owner of a licensed RWF must apply for a NEW license (cannot simply renew the license). Neither cleaning/sanitation of water bottles nor bottling water is allowed at a licensed RWF.*

Water Source

- If you intend to use public drinking water as the source, you must indicate the name, address and phone number of the public (municipal) Water District on the application form. You are not required to analyze the source water, but must obtain a copy of the Water District's most recent chemical, physical, radiological and microbiological analysis data for the water.
- If you intend to use a private well or a spring as the source, you must indicate the name, address, phone number, and license number of the private water source on the application form (Only the water from a licensed private water source can be used for further treatment at your facility). You are not required to analyze the source water, but must obtain a copy of the water quality analysis data from the private water source. Note: A well or spring owned by RWF, regardless of whether it is located on the same premise or not, cannot be used as a source unless it has been licensed as a private water source by FDB.

Inspection

FDB will perform an on-site inspection of your facility before issuing a license to assure that the facility meets the requirements specified in state and federal laws. Please contact one of the nearest FDB offices (see the last page of the Procedure) for a phone number to call for an appointment for inspection.

NOTE: *Submit the information specified below (items 1 and 4), in duplicate, to the Food and Drug Investigator at the time of inspection of your facility.*

1. Water Quality Analysis

- a. Source Water Quality: Submit a copy of source water quality analysis [Note: RWF can obtain a copy of the source water analysis data from the relevant Water District if it is public (municipal) drinking water; or the relevant private water source if the water is from a licensed private well or a spring].
- b. Product Quality
 - Request the testing laboratory* of your choice to take water samples at your store and perform the analyses shown below. At least four random sub-samples of water must be taken from the dispenser during the operation hours of the day (For the first sub-sample, run the water for at least 1 minute before taking it.) The laboratory makes one composite of the four sub-samples for analysis.
 - (1) Bacteriological quality (total coliforms)
 - (2) Lead
 - (3) Volatile organic chemicals (Note: VOCs must be determined by the U.S. EPA Method 524.2 [Revision 4.0], and you must submit data for all the chemicals detected by the test method.)

NOTE: Pursuant to H&SC Section 111155, we may ask you to test for any contaminant if we suspect the substance may be present in the water.

- * Testing Laboratories: All testing must be done by a California certified water laboratory (Please contact the California Environmental Laboratory Accreditation Program at (510) 540-2800 for the list of locations/phone numbers of the certified laboratories.) or by a laboratory certified by the United States Environmental Protection

Agency (USEPA). Testing done by a laboratory approved by the primary enforcement authority in states which have been granted primacy by the USEPA is also acceptable according to H&SC 111165.

- Submit a copy of the analyses.

2. Operation

- A schematic water treatment process diagram of your facility (also describe in detail).
- Equipment and materials: Only the process equipment and materials that have been approved for food or potable water use can be utilized. Submit copies of the specification sheet for each piece of equipment and material** (please do not send copies of promotional materials or advertisement). On the front page of each copy, indicate whether the equipment or material was approved for food or potable water use, and highlight the relevant information in the specification sheet or attach such information to the copies.

** You must submit copies of specification sheets for the following equipment and materials:

- Pipes, hoses, fittings, water faucets (If specification sheets are not available, indicate the schedule number, other relevant information, and the name of the approval organization.)
- Pipe cement or bonding agent (If specification sheets are not available, indicate whether it was approved for use in food contact surfaces, and the name of the approval organization.)
- Water softener (if applicable: type of resins)
- Carbon filter (if applicable)
- Particle or polishing filter (if applicable)
- Reverse osmosis (if applicable: also components such as RO membranes, RO pump)
- Deionization (if applicable)
- Storage tank (Also indicate whether vented or not.)
- Pump (Also indicate whether materials used for making the pump have been approved for food or potable water contact surfaces and the name of the approval organization; is it water-lubricated?)
- Repressurization tank (if applicable)
- Post carbon filter (if applicable)
- Ultraviolet lights (UV) for disinfection (if applicable) (The UV equipment must have a minimum UV dosage of 16,000 uW sec/cm².)
- Ozonator (if applicable) The ozone generator must have enough capacity for providing water with more than 0.1 ppm ozone for at least 5 minutes.)

NOTE: If you are unable to submit the evidence that the process equipment and materials have been approved for food or potable water use, you will be required to perform the full analysis as specified by H&SC Section 111080.

3. Equipment Maintenance and Record Keeping (Note: the records must be kept for at least two years.)

- Copy of the equipment maintenance schedule
- Copy of the process control and daily monitoring procedures (also include copy of the daily activity log, log for coliform testing/test results)
- Written procedures for cleaning and sanitizing of equipment. Identify the specific brand names of the cleaning and sanitizing compounds (if available, chemical names) and concentrations to be used. Indicate whether they have been approved for food contact surfaces. Identify the approving or certifying organization.

4. Submit all labels, advertising, and promotional materials (original, not photocopies). They must be in compliance with H&SC Section 109875 et seq. and applicable regulations.

If a product designation other than "drinking water" (e.g., "purified," "spring," "mineral") is used on the label or labeling, the water must meet the definition for the term as specified in H&SC Section 111175 and 21 CFR 165.110(a)(vi).

Food and Drug Branch Offices

FDB Water Licensing Desk
601 North Seventh Street (MS 357)
P.O. Box 942732
Sacramento, CA 94234-7320
Telephone: (916) 323-4774
Fax: (916) 322-6326

FDB Los Angeles Office
1449 West Temple Street, Room 224
Los Angeles, CA 90026
Telephone: (213) 580-5720
Fax: (213) 580-5750